

CHAPTER 7 — MONTHLY RETIREMENT REMITTANCE REPORT

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700 Introduction

Each month employers must submit a *Monthly Retirement Remittance Report* (ET-1515) to the Department of Employee Trust Funds (ETF). Use these forms to report earnings paid and WRS contributions remitted for each month of the year. Each month, submit the remittance report with your payment to ETF. Important Monthly Remittance items to remember:

- **Report Period Covered** - A 12-month supply of WRS *Monthly Retirement Remittance Reports* is mailed to employers at the beginning of February for the ensuing calendar year.
- **Reporting Frequency** - A WRS *Monthly Retirement Remittance Report* must be submitted for each month of the calendar year even when there are no earnings to report.



Key Point

NOTE: If it is necessary to correct earnings/contributions on a previous WRS *Monthly Retirement Remittance Report* within the current calendar year, simply add or subtract these earnings/contributions on the next month's remittance report. If you realize you have made a mistake on your December *Monthly Retirement Remittance Report*, call (608) 266-3309 for further instructions on correcting the December report.

- **Report Due Dates** - All monthly remittance reports and remittances are to be transmitted to ETF or its specified agent within the time limit fixed by ETF. (Wis. Stat. § 40.06 (1) (a)) See **Table 7.1** for due dates.

All reports and remittances are to be deposited on or before the deadline filing dates as specified by Administrative Rule ETF 10.63 and as indicated by the following schedule:

TABLE 7.1: WRS MONTHLY RETIREMENT REMITTANCE REPORT – DUE DATES

REPORT FOR THE MONTH OF:	Deadline Filing Date	
	LOCAL ENTITIES ONLY *	STATE DEPTS. ONLY **
January	February 28 or 29	February 20
February	March 31	March 20
March	April 30	April 20
April	May 31	May 20
May	June 30	June 20
June	July 31	July 20
July	August 31	August 20
August	September 30	September 20
September	October 31	October 20
October	November 30	November 20
November	December 31	December 20
December	January 31	January 20

* If this date falls on Saturday, Sunday or a holiday when state offices are closed, the report is due on the last working day of the month. Bank holidays are not recognized.

** If this date falls on Saturday, Sunday or a holiday when state offices are closed, the report is due the following workday.

State departments that employ teachers may report teacher earnings on the 20th with other employees or by the deadline for local entities while continuing to report all other employees' earnings on the 20th of each month. ETF will furnish extra report forms for the separate reporting of teacher earnings and contributions for those state departments upon request.

NOTE: Wis. Admin. Code § 40.06 (3), specifies that an interest charge will be assessed on all reports and remittances NOT RECEIVED by the due date for the report period specified.

MONTHLY RETIREMENT REMITTANCE REPORT

Wisconsin Retirement System
Department of Employee Trust Funds
Drawer 901
Milwaukee, WI 53293-0001

B	Employer Identification Number 69-036
C	Due Date
D	Reporting Month

Employer Name	A

INSTRUCTIONS

Refer to Chapter 7 of your *WRS Employer Manual* for detailed instructions in completing this form.

If you have entered an amount on line 3 – Total Invoice Items, you must provide the details at the bottom of this form.

Send the top copy of this report with remittance to the address at the top of this form. Retain the bottom copy for your records.

Direct reporting questions to:
Voice (608) 266-2737
FAX (608) 266-5801
TTY (608) 267-0676

NOTE: State Agencies Only

Write or Type PV Numbers in this Space.
Use back of form if needed. Send no paper
pv's to ETF.

EMPLOYMENT CATEGORY TITLE (CODE)	EMPLOYEE EARNINGS		TOTAL RATE	TOTAL CONTRIBUTIONS	
	DOLLARS	CENTS		DOLLARS	CENTS
	E		F	G	
TOTAL EARNINGS	H		(Optional) Sub-total of Contribution Lines	I	
Prepared By _____ Telephone Area Code / Number _____	1. Over- or Underpayment and/or Interest Due for Late Reporting			J + -	
	2. Additional Contributions			K	
	3. Total Invoice Items			N + -	
	4. Other Payments			O	
	5. GRAND TOTAL OF ALL LINES ABOVE Total Remittance Payable to WISCONSIN RETIREMENT SYSTEM			P	

Prepared By	Q
Telephone Area Code / Number	

INVOICE DETAIL			
Invoice Number	Total Amount	Invoice Number	Total Amount
L	M		
GRAND TOTAL OF INVOICED ITEMS (Enter on line 3)			N

702 Completion of WRS *Monthly Retirement Remittance Reports*

The letters in the following headings correspond to the letters on the sample report shown in Subchapter 701.

A. EMPLOYER NAME

The employer name is preprinted by ETF and is not always the full legal title of the employer. We use this abbreviated name for our control and it should remain as we print it. Changes to your legal name can be made as provided in Subchapter 103.

B. EMPLOYER IDENTIFICATION NUMBER (EIN)

This Employer Identification Number, preprinted by ETF, is your Social Security Employer Identifying Number assigned by the Social Security Administration. It should be used on all correspondence and forms sent to ETF.

C. DUE DATE

The due date is preprinted by ETF. The monthly report and remittance are due at the ETF office (by state departments that pay by intra-governmental payment voucher) or at the state bank (by local entities and state departments that pay by check) on or before the due date indicated on the report.

D. REPORTING MONTH

The month to be reported on the form is preprinted by ETF. Be sure that the information on the report corresponds with the preprinted reporting month.

E. EMPLOYEE EARNINGS

This should be the total reportable earnings **paid** (dollars and cents) during the designated reporting period for each employment category. To determine earnings reportable to the WRS, see Chapter 4.

<p>NOTE: Recheck the dollar figures for each employment category after you enter them. <i>Accuracy is essential; if earnings are incorrect the remainder of your report is likely to be incorrect.</i></p>

- Earnings reported for each Reporting Month are earnings **paid** during that month, **based upon actual pay date** (on check) regardless of when earned.
- Employers on a biweekly pay plan will have to include three pay periods during certain months of the year.
- If there are no earnings to report for the Reporting Month, enter "No Earnings" in the "Total Earnings" block and place "0" in block 5 and submit it by the designated due date.

F. TOTAL RATE

This preprinted rate is the total contribution rate, which is applied against the earnings reported. This determines the amount of contributions for each employment category due the retirement system. Contribution rates are fully explained in Chapter 6.

G. TOTAL CONTRIBUTIONS

Calculate this amount (dollars and cents) for each employment category by multiplying the earnings in the category by the preprinted Total Rate for that category.

H. TOTAL EARNINGS

Determine this amount by adding the earnings for each category and enter the total. Total earnings must be entered even when there is only one category. If reporting no earnings, insert zero in the total earnings block. This amount is essential for the proper processing of your report and is used as a control mechanism on the report.

I. OPTIONAL SUBTOTAL OF CONTRIBUTION LINES

Completion of this area is optional. It can be used to indicate the subtotal of the contributions reported by individual category.

J. OVER/UNDERPAYMENT AND/OR INTEREST DUE FOR LATE REPORTING (Line 1)

- **Over/Underpayment:** Insert an amount on this line only when you receive an Over/Under Notice from ETF. Check the appropriate block, (-) box for overpayment and (+) box for underpayment, and be sure to subtract or add the appropriate amount when determining the amount of the remittance due.

If you receive an Over/Under Notice as a result of earnings improperly reported on a *WRS Monthly Retirement Remittance Report*, correct the earnings by category on page 2 of the Over/Under Notice and return the corrections directly to ETF (not the state bank) as soon as possible. This correction of earnings should result in an offset for the over/underpayment.

The over/underpayment notice contains reporting instructions.

- **Interest Due For Late Reporting:** A late reporting interest charge is assessed by ETF if the *WRS Monthly Retirement Remittance Report* and remittance are received after the designated due date. An interest charge payment should be included on this report ONLY if you have received an Over/Under Notice from our office. Enter the total amount of interest being paid (see Subchapter 707).
- **Over/Underpayment and Interest Due for Late Reporting:** If an over/underpayment situation exists along with interest due for late reporting, enter the total over/underpayment and interest due on Line 1.

ONLY ONE TOTAL AMOUNT SHOULD BE ENTERED ON THIS LINE.
(Attach a copy of the over/underpayment and interest due notice to the back of form ET-1515.)

K. ADDITIONAL CONTRIBUTIONS (Line 2)

Enter the total amount (dollars and cents) of any additional contributions made for:

- Employee-Paid Additional Contributions
- Employer-Paid Additional Contributions
- Tax-Deferred Additional Contributions

Participant detail for the above additional contributions should be reported on the *Additional Contributions Report* (ET-2535) (see Chapter 11).

L,M,N. INVOICE DETAIL SECTION

- Always complete the Invoice Detail Section of ET-1515 when you receive an *Employer Invoice Detail Report(s)* (ET-1526) from ETF. An Employer Invoice contains a number, total charge, and due date. (See Subchapter 1002 for additional information on employer invoices.)
- The complete invoice number - all seven digits (for example, 0001234) must be written on the ET-1515 in the invoice detail block.
- More than one invoice can be reported on form ET-1515. The grand total of all the invoices received must be entered in the GRAND TOTAL OF INVOICED ITEMS (Total Amount) space.

O. TOTAL INVOICE ITEMS (Line 3)

- The amount entered in the GRAND TOTAL OF INVOICED ITEMS space of ET-1515 must be inserted on Line 3, TOTAL INVOICE ITEMS. (Both totals must be equal.)

P. OTHER PAYMENTS (Line 4)

Use this line for items not included on line 3. Please call (608) 266-3309 for approval and instructions before making any of these or other payments. These payments are not invoiced items and could include:

- Unfunded Actuarial Accrued Liability Payments
- Early Retirement Payments
- Separation Benefit Repayments (payroll deduction from employee - not an invoiced item)
- Late Reported Contributions (see Chapter 10, Prior Year Adjustments)

Enter the total amount (dollars and cents) being paid and be sure to attach the appropriate supporting documentation to the remittance report.

NOTE: For any other types of payment not indicated above, call (608) 266-3309 first and seek approval.

Q. GRAND TOTAL OF ALL LINES ABOVE (Total Remittance Payable to WISCONSIN RETIREMENT SYSTEM) (Line 5)

Enter the total amount due for current contributions plus/minus the amounts on lines 1 through 4 as determined by the amounts indicated in the TOTAL CONTRIBUTIONS column.

NOTE: If you are deducting an amount on Line 1 and/or Line 3, be sure to check the (-) box and subtract it from the other amounts.

R. PREPARED BY/TELEPHONE NUMBER

Insert the name and telephone number, including area code, of the individual who prepared the report should any questions arise when the report is processed.

703 Mailing of WRS *Monthly Retirement Remittance Reports*

Use mailing labels provided by ETF to submit (except state departments who pay by intra-governmental payment voucher or IVR method of payment):

- Original WRS *Monthly Retirement & Remittance Report*
- Remittance
- Any documentation for “Other Payments” amounts

Note: ETF recommends that you mail your report and remittance at least five days before the due date. An interest charge is assessed on reports and remittances received after the due date. See Subchapter 706 for information on late reporting interest charges.

Mail report and remittance at the earliest possible date to allow for delays in the postal system.

**STATE DEPARTMENTS WHO PAY
BY INTRA-GOVERNMENTAL
PAYMENT VOUCHER:**

Send original report and remittance to:

Department of Employee Trust Funds
P.O. Box 7931
Madison WI 53707-7931

Or hand deliver to:

801 W. Badger Road
Madison, WI 53702

ALL OTHER EMPLOYERS:

Send original of the *Monthly Retirement Remittance Report* (ET-1515) and remittance to the ETF depository address using the mailing labels supplied. Make and keep a copy for your records. Send checks to: Firststar Bank Milwaukee, Drawer 901, Milwaukee WI 53293-0001. DO NOT send checks to our Madison address.

704 Interactive Voice Response (IVR) Telephone System

Local government employers have the option of using the Employer Interactive Voice Response (IVR) system to submit WRS contributions. The system is used to report earnings and pay contributions, over/under notices, and invoices to the WRS. It also serves as an alternative method for processing *Monthly Retirement Remittance Reports* and the mailing of payments. The IVR system works as follows:

- WRS employers dial a toll-free telephone number to access the IVR system.
- IVR voice menus allow employers to submit *Monthly Retirement Remittance Report* contribution information.
- The IVR system verifies contribution rate calculations by employment category online. This reduces the number of over/under notices issued.
- The IVR system verifies the total WRS monthly payment and the employer receives a copy of the *Monthly Retirement Remittance Report* (either by fax or mail).
- When the IVR reporting process is complete, ETF collects the contribution amount due directly from the employer's bank account via an Automated Clearing House (ACH) transaction. This collection is completed on the last business day of the month unless the employer selects an earlier or later collection date. A later collection date will result in a late interest assessment to the employer. **A minimum of four banking days are required to complete the ACH transaction.**

If interested in using the Employer IVR Telephone System to process WRS contributions, call (608) 264-6637.

705 WRS Contribution Remittance Application

Note: This application is **NOT** available to State agencies that make payments via WiSMART.

The on-line WRS Contribution Remittance Application is now available for employer use. This application will allow employers to securely transmit information directly to ETF via the Internet. Employers interested in obtaining access to this new on-line application must complete an *Employer Extranet Application Security Agreement* (ET-8928) prior to receiving authorization.

The WRS Contribution Remittance application will give employers the ability to securely transmit WRS *Monthly Retirement Remittance Reports* (ET-1515) to ETF via the Internet. In addition, this application will allow employers to:

- Select a payment date or default to the statutory due date.
- Make the contribution payment to ETF via an Automated Clearing House (ACH) Direct Withdrawal.
- Print confirmation reports of the on-line Monthly Remittance Report.
- Reduce or eliminate reporting and/or calculation errors.
- Increase efficiency through more accurate data transmission and faster processing time.
- Eliminate late payment charges due to mailing delays.

Employers must submit an *Automated Clearing House (ACH) Direct Withdrawal Authorization* (ET-1734) with the *Employer Extranet Application Security Agreement* to use the WRS Contribution Remittance application. The ACH form can be downloaded from the Employer Section of ETF's web site at <http://etf.wi.gov>. Please attach your ACH authorization directly to the Security Agreement when submitting to ETF for authorization.

706 Late Reporting Interest Due Charge

Wis. Admin. Code § ETF 10.64, specifies that an interest charge will be assessed on all reports and remittances **NOT RECEIVED** by the due date for the specified report period. The date used to determine whether a report is late is the date the report is **received** at ETF or the state bank, not the date of postmark. When reports and remittances are received after the due date, a WRS Over/Underpayment and/or an *Interest Due Notice* (ET-1517) is sent to the employer.

- A. Wis. Stat. § 40.06 (3), specifies the .04% late interest rate charge is based on the calculated contributions and the number of days it took to receive the remittance **after it was due**. In other words, the late interest is determined by taking the calculated contributions for the month and multiplying it by .04% times the number of days the report is late.
- B. The minimum interest charge is \$3.00.
- C. A late reporting interest charge cannot be waived according to Wis. Stat. § 40.06 (3).
- D. Interest amounts that are not paid may be collected from state shared taxes as provided in Wis. Stat. § 40.06 (4).

707 Annual Reconciliation

At the end of the calendar year earnings (by employment category) and additional contributions reported on the twelve WRS *Monthly Retirement Remittance Reports* (as well as any supplemental remittance reports) are reconciled by ETF to the participant earnings detail reported by category on:

- Any *Employee Transaction Report* (ET-2533) submitted during the year (see Chapter 8).
- The Annual *Employee Transaction Report* (see Chapter 9).
- Any *Additional Contributions Reports* (ET-2535) submitted during the year (see Chapter 11).

After the final payroll for the calendar year, each employer should reconcile earnings on the WRS *Monthly Retirement Remittance Reports* with the *Employee Transactions* detail submitted for the year. Refer to Subchapter 906 for instructions on Annual WRS Reconciliation.

NOTE: This reconciliation must be performed before finalizing the December Remittance Report. This is done to determine the correct amounts remaining to be reported for the final month of the calendar year. The December Remittance Report and remittance must be received at ETF by the designated due date to avoid late interest charges.

If the amount paid to the WRS for an employment category is GREATER than the liability for the employees, and all employee transactions are listed, then the employer may take an advance credit on the December Remittance Report. This should be done by deducting the earnings and contributions from the appropriate category and reducing the total contributions paid on the December Remittance Report. If the amount paid to date for an employment category is LESS than the liability created by the annual report of earnings of the employees, this amount is due on the December Remittance Report for that category and is to be included in the regular December earnings and contributions.

You may file a supplemental report at ETF no later than January 31 if you have already submitted your December contribution report and you find that the earnings reported on your annual report do not equal the earnings submitted on your monthly remittance reports. The supplemental report must include only the amount of the correction needed to balance earnings to contributions for the calendar year. Please contact ETF at (608) 266-3309 for instructions on making these corrections.

See Chapter 9 for further details on Annual Reporting and Reconciliation.